



Support Services for Department of Education funded Community  
and Prison Based Adult Education Programs

Request for Information

Request No. DOE 2018-08

- Deadline to Respond -  
November 20, 2017 at 2:00 pm (local time)

## **Request for Information – RFI No. DOE 2018-08**

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR INFORMATION (RFI)" for the provision of support services to community and prison based adult education programs funded through the Delaware Department of Education (DDOE). The RFI consists of the following documents:

- I. Introduction
- II. Scope of Services
- III. Vendor Information Package (VIP) Response Requirements

In order for your response to be considered, the Request for Information response shall be executed completely and returned in a sealed envelope **clearly displaying the RFI number and Vendor name by 2:00pm (Local Time) on November 20, 2017.**

**Responses must be mailed to:**

**Delaware Department of Education, Finance Office  
Attn: Meaghan Brennan  
401 Federal Street, Suite 2  
Dover, DE 19901**

**Should you need additional information, please call Meaghan Brennan at (302) 735-4170 or email [Meaghan.Brennan@DOE.k12.de.us](mailto:Meaghan.Brennan@DOE.k12.de.us)**

### **I. INTRODUCTION**

#### **A. RFI DESIGNATED CONTACT**

All requests, questions, or other communications about this RFI must be made in writing to the Delaware Department of Education. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempts to ask questions by phone or in person will not be allowed or recognized as valid.

Vendors shall rely only on written statements issued by the RFI designated contact.

Meaghan Brennan  
Delaware Department of Education, Finance Office  
401 Federal Street, Suite 2  
Dover, DE 19901 or [Meaghan.Brennan@DOE.k12.de.us](mailto:Meaghan.Brennan@DOE.k12.de.us)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

## **B. CONTACT WITH STATE EMPLOYEE**

Direct contact with State of Delaware employees other than the Department of Education Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the DDOE who require contact in the normal course of doing that business.

## **C. RFI OBLIGATION**

The RFI is a request for information only, and is not a solicitation to provide goods and services to the DDOE. There will be no contract awarded because of this RFI. Nothing in the Vendor Information Packages, or in DDOE's remarks or responses to the Vendor Information Packages or any individual Vendor, will be considered binding for a future contract.

### ***1. Confidentiality***

All information included in this RFI is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

### ***2. Ownership of Materials***

Ownership of all documentary material originated and prepared for DDOE pursuant to this RFI shall belong exclusively to DDOE; therefore, any and all documents submitted may be returned only at the option of DDOE. DDOE reserves the right to use any and all information contained in a Vendor Information Package to the extent permitted by law.

### ***3. Vendor Ethics and Integrity***

The Vendor is obligated to meet high standards of ethics and integrity in order to be considered a qualified Vendor by DDOE. These standards can be violated according to the conditions identified below:

- The Vendor and employees shall not offer or give any gift, gratuity, favor, entertainment, loan, or any other thing of material monetary value to any DDOE employee.
- The Vendor and employees shall take no action to create an unfair, unethical or illegal competitive advantage for itself or others.

**4. *Costs Associated With Submission***

Neither DDOE nor the State of Delaware shall be liable for any of the costs incurred by a Vendor in preparing or submitting a Vendor Information Package, including, but not limited to preparation, copying, postage and delivery fees, and expenses associated with any demonstrations or presentations which may be offered or accepted as a result of the RFI. Each Vendor Information Package should be prepared simply and economically, providing a straightforward, concise description of the Vendor's ability. Emphasis should be on completeness and clarity of content.

**5. *Disclosure of Vendor Information Package Contents***

The State of Delaware is a public agency as defined by State law and, as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all State of Delaware records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.

All information submitted by a Vendor may be treated as public information by DDOE unless the Vendor properly requests that information be treated as confidential or proprietary at the time of submitting the Vendor Information Package. Vendors are encouraged to familiarize themselves with the provisions of the relevant laws and administrative rules governing the release of information by DOE to the public.

Any Vendor Information Package that contains information that the Vendor wishes to remain confidential must submit the "confidential" information in a separate, sealed envelope labeled "Proprietary Information". The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not a "public record" as defined by 29 Del. C sec. 10002(d), and briefly stating the reasons that each document meets the said definitions.

**6. *Vendor Standing For Any Subsequent RFP***

An RFI response is not mandatory for a Vendor to later receive an RFP and to bid on such requests. Nonetheless, as a result of the RFI submission, Vendors may jeopardize their qualifications to receive an RFP and participate in the State's bidding process if the Vendor furnishes any statement, representation, warranty, or certification in connection with this RFI or a contract resulting

from an RFP that is materially false.

#### D. RFI QUESTION AND ANSWER PROCESS

The Department will allow written requests for clarification of the RFI. All RFI questions shall be received no later than November 8, 2017. All questions should be posted on DDOE's website at:

<https://DDOEapppublic01.DDOE.k12.de.us/BidManagementPublic/#home> All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at [www.bids.delaware.gov](http://www.bids.delaware.gov) by November 13, 2017. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format.

Deviations from this format will not be accepted. Responses will not contain vendor information. Questions must be submitted in the following format.

Section designation

Page number

Text needing clarification.

## II. **SCOPE OF SERVICES**

### A. **PURPOSE**

The purpose of this RFI is to provide the DDOE with information regarding provider interest and capabilities to operate an adult education student organization that provides services for adult education programs and support adult learners in successfully completing their educational goals. DDOE invites providers to submit their capabilities and interests relative to this Request for Information. The DDOE may reference this material as indicative of capabilities in the event a Request for Proposal (RFP) is issued.

### B. **STATEMENT OF NEEDS**

DDOE is currently examining best practices and options for supporting adult education programs and students to increase educational completions in the James H. Groves Adult High School and in Adult Basic Education programs throughout the state.

### **BACKGROUND: DELAWARE'S ADULT EDUCATION SYSTEM:**

In Delaware, there are currently about 75,000 adults that do not possess a high school diploma or secondary credential, such as a GED®. The lack of these credentials reduces employment and training opportunities. To provide adult learners with a second chance to upgrade their academic skills, the DDOE offers adult education services. DDOE currently

funds fifteen (15) Adult Basic Education (ABE)/English as a Second Language (ESL) Programs and seven (7) Groves Adult High School Centers throughout the state. On an annual basis, Adult Basic Education programs serve approximately 4,100 students with skills ranging from non-readers up to and include GED® preparation. Each year, the James H. Groves Adult High School serves about 1,200 students who wish to complete their high school graduation requirements.

Adult basic education programs provide academic instruction in the areas of reading, math, writing, and English Language proficiency to prepare adults to (1) obtain employment or attain a job promotion; (2) transition to postsecondary training or education; (3) function as an informed community member; and/or (4) support their children in the K12 educational system. These services are delivered in person at brick and mortar sites or via the Internet or through a hybrid delivery that includes both in person and distance learning.

#### **CURRENT RESOURCES:**

Adult Basic Education programs currently operate at the following sites. Capacity is based on 2016 program data.

1. Appoquinimink Adult Education – New Castle County
  - a. ABE/ESL – 73 students
  - b. Groves – 28 students
2. Christina Adult Education – New Castle County
  - a. ABE/ESL – 322 students
  - b. Groves – 108 students
3. Delaware Center for Distance Adult Learning – Statewide Virtual Site
  - a. ABE – 203 students
  - b. Groves – 287 students
4. Delaware Technical and Community College – George Campus, Wilmington
  - a. ABE – 114 students
5. Delaware Technical and Community College – Terry Campus, Kent County
  - a. ABE – 85 students
6. Delaware Technical and Community College - Owens Campus, Sussex County
  - a. ABE – 196 students
7. Latin American Community Center – Wilmington
  - a. ABE/ESL – 143 students
8. Literacy Delaware – New Castle County
  - a. ABE/ESL – 70 students
9. New Castle County Vo-Tech Adult Education – New Castle County

- a. ABE – 201 students
  - b. Groves – 88 students
- 10. New Start – New Castle County
  - a. ABE/ESL – 81 students
- 11. Polytech Adult Education – Kent County
  - a. ABE/ESL – 589 students
  - b. Groves – 219 students
- 12. Red Clay Adult Education – New Castle County
  - a. ABE/ESL – 346 students
  - b. Groves – 107 students
- 13. Sussex Tech Adult Education – Sussex County
  - a. ABE/ESL – 695 students
  - b. Groves – 215 students
- 14. West End Neighborhood House – Wilmington
  - a. ABE – 84 students

Current services provided through this funding include:

- Develop high quality professional development activities for Adult Basic Education staff that address College and Career Readiness math, reading, writing and speaking skills;
- Develop high quality professional development activities for James H. Groves Adult High School staff that focus on College and Career Readiness and Science Next Generation standards;
- Disseminate evidence based practices, best practices and innovative models in the adult education field;
- Collaborate with multiple state and community partners in the development of statewide events that benefit adult learners and adult education programs;
- Maintain, trouble shoot and upgrade Adult Education’s management information system, Literacy Pro’s LACES system;
- Provide technical assistance to all adult education programs concerning LACES system operations;
- Produce various program performance reports for dissemination to legislators, agencies, community partners, federal and state partners; and
- Operate a statewide resource center for Adult Education materials.

### **VENDOR INFORMATION PACKAGE (VIP) RESPONSE REQUIREMENTS**

#### **1. COVER LETTER**

Each VIP response shall have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

**2. NUMBER OF COPIES WITH MAILING OF RESPON**

Each VIP response shall be submitted with one (1) paper copy and one (1) electronic copy on a flash drive. VIP responses are to be sent to the DDOE and received no later than November 20, 2017 at 2:00 pm (local time). The VIP response shall be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

Delaware Department of Education, Finance Office  
Attn: Meaghan Brennan  
401 Federal Street, Suite 2  
Dover, DE 19901  
RFI No. DOE 2018-08

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above will be returned unopened.

**3. REQUIRED RESPONSES (Limit 6 pages)**

**(a) Vendor Background**

- (i) Please supply a narrative history of your organization and proof of financial viability.
- (ii) Provide data regarding your organization's management structure, number of employees and other pertinent information regarding your business.

**(b) Service Provision**

- (i) Describe the services, processes and structures your organization would use to address the needs outlined in the "Statement of Needs" section of this RFI.

**(c) Budget**

- (i) Include a budget page outlining the costs for provision of service.